**UTAH STATE LIBRARY**

# General Instructions for

# Data Collection & Reporting

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**The Utah State Library annually collects statistical data from all the state's public libraries for three purposes:**

- To report data on Utah's public library services to the Public Library Statistics Cooperative (PLSC), the Institute of Museum and Library Services (IMLS) and the US Congress.

- To report to the State Legislature the condition of public library service in Utah; and

- To provide local government officials, library trustees, directors, and staff with meaningful data for peer library comparisons for planning and evaluation of library services.

**When reporting your data please follow these guidelines:**

- The data to be reported is for the 2009 fiscal year. For cities, the fiscal year runs from July 1, 2008 to June 30, 2009. For counties, it runs from January 1, 2009 to December 31, 2009.

- The blank *Data Collection Form* is particularly useful in the *Revenue and Expenditures* section (questions #300-405). It provides visual clues on the relationships between **Operating Revenue** and **Operating Expenditures**, and between **Capital Revenue** and **Capital Expenditures**. The grayed-out questions are for totals that will be calculated automatically by *Bibliostat Collect*. However, you may want to calculate your own totals for verification.

- Where total annual figures are requested, please use figures for the entire fiscal year for your library. Where a simple count is requested, it should represent the count as of the end of the fiscal year.

- **Adherence to definitions is extremely important** to ensure comparability of data among different libraries and states. Definitions for Utah data elements are based on the definitions established by the PLSC.

- **Estimates are OK** if exact data are not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount. **Remember that this data will be published** and available to researchers and the general public.

- Enter "0" if the appropriate amount for an item is zero or none, and "N/A" if the figure is not available and you cannot estimate. For example: Under *Programs*, if you did not have any children's programs, the answer is zero.  If you had some children's programs but did not keep track of how many, the answer is N/A, if you do not estimate.  Please note that all fields must be filled in prior to submitting the report.

- The population given for your library service area (noted on the *Fact Sheet* from the Utah State Library Division) is based on the latest U.S. Census Bureau subcounty population estimates. Please use that figure. If new estimates are available prior to submitting the survey to FSCS, the State Library will publish the updated figures.

- Note that in the *Revenue and Expenditures* section the amounts in questions #304.5 and #358 **must match** each other.

- If your data is outside the expected range, *Bibliostat Collect* will show an Edit Check. Please double-check that particular entry and correct it if necessary.  If the figure you are reporting is verified to be correct, please insert a "Federal Note" explaining why your figure may be outside the expected range.  To enter a note in *Bibliostat Collect*, use the "Notes" icon to the right of the data entry field.

- When you are done entering all data into the survey, go to the "Status and Printing" menu and click on **all 4 views** to verify that the survey is ready for submission. This step will ensure that there are no fields left blank, no flags are showing, and all edit checks have been reviewed and annotated as needed.

- A copy of the *Data Collection Form*, *Data Element Definitions*, and *General Instructions* can be found on the Utah State Library Statistics web page: http://library.utah.gov/programs/development/statistics/data_collection/index.html


**Changes from last year's survey:**

- Data Elements Deleted
    - 250.1  FTE of Librarians with any other master's or advanced degree
    - 250.2  FTE of others holding the title of Librarian
    - 356.1  Plant Operation and Maintenance
    - 356.2  Furniture and Equipment
    - 356.3  Misc. Operating Expenditures
    - 651.1  Does the library offer wireless connection to the Internet to the public?
    - 651.2  Annual cost for Internet connectivity

- New Data Elements
    - 602     Number of Young Adult Programs
    - 605     Attendance at Young Adult Programs